



BENJAMIN JEWELL, President, City of Coldwater
SUSAN SMITH, Vice President, Quincy Twp.
KIMBERLY LANGWORTHY, Secretary, County-at-Large
SUSAN BROOKS, Trustee, County-at-Large
ROBERT HOSTETLER, Trustee, City of Coldwater
STEPHANIE CALHOUN, Trustee, Union Twp.
KAREN SMITH, Trustee, Bronson Twp.

**Board of Trustees Regular Meeting
Coldwater Branch Library, 10 E. Chicago St., Coldwater MI 49036
Monday, April 20, 2026, 5:30pm**

MINUTES

**APPROVED
MAY 18, 2026**

1. Call to Order

BDL President Benjamin Jewell called the meeting to order at 5:31 pm.

2. Pledge of Allegiance

3. Roll Call / Attendance

Trustees Present: Susan Brooks, Stephanie Calhoun, Robert Hostetler, Benjamin Jewell, Kim Langworthy, Susan Smith

Trustees Absent: Karen Smith (excused)

Others Present: Kimberly Feltner, John Rucker (virtual), Jessica Tefft

4. Consent Agenda

Motion by Kimberly Langworthy, supported by Susan Smith, to approve the Consent Agenda and place the items within it on file. Motion carried.

- A. BDL Regular Board Meeting Minutes: March 16, 2026
- B. Bills: March 2026
- C. Financial Statements: March 2026
- D. Branch County Penal Fine Report: February 2026
- E. Branch County Penal Fine Report: March 2026
- F. Management Reports: April 17, 2026
- G. Branch Reports: April 17, 2026
- H. Monthly Statistical Report: March 2026
- I. Publicity and Comments: April 17, 2026

5. Approval of the Agenda

Motion by Kimberly Langworthy, supported by Susan Smith, to approve the Agenda as submitted. Motion carried.

6. Employment Handbook Update

Motion by Stephanie Calhoun, supported by Robert Hostetler, to approve the Personnel Committee's recommendations to replace the current Chapter 5, Section 8, in its entirety with the verbiage provided and to renumber Chapter 5, Section 12 to Chapter 5, Section 9 as well as the remaining sections in Chapter 5 accordingly. Motion carried.

7. Director's Annual Review and Contract



BDL ADMINISTRATIVE OFFICES

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BDL will provide necessary and reasonable auxiliary aids and services, such as signers for the hearing impaired and audio recordings of printed materials being considered at the meeting, to individuals with disabilities upon one week's notice by writing or calling the BDL Administrative Offices.

Motion by Stephanie Calhoun, supported by Susan Brooks, to approve the draft copy of the Director's Employment Agreement as provided. Motion carried.

8. Announcements

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, May 18, 2026, at 5:30 pm at the Alganssee Branch Library.

9. Public Comments

Kimberly noted that this week is National Library Week with the theme "Find Your Joy"; anyone checking out an item will be entered into a drawing for a gift card. Next Tuesday, 4/28/26, at 6:30pm is the county wide Friends of the Library meeting to be held at the Quincy Branch. This Saturday, 4/25/26, is an open house from 10a-1p for the new Alganssee location as well as the Alganssee Friends book sale at the Township Hall.

10. Adjournment

Motion by Susan Smith, supported by Susan Brooks, to adjourn the meeting. Motion carried. The meeting was adjourned at 5:45 pm.

Respectfully Submitted,



Kimberly S. Langworthy
BDL Board Secretary